



# Reference Point for Preparing Windows 95 PC to Migrate to Windows 2000

## USER REQUIREMENTS

1. Users are responsible for bringing in remote systems for Refresh.
2. Users are responsible for making sure ALL DATA IS LOCATED IN THE C:\DATA DIRECTORY OR PLACED ON THE SERVER IN THE USER'S HOME FOLDER.
3. No items residing on the user's Desktop will be migrated. This includes files and folders.
4. If you have two hard drives, only material in the **Data** directory of the 2<sup>nd</sup> drive will be migrated.
5. Clean up the area around your computer. DO NOT LEAVE ANY MATERIALS ON THE MONITOR, KEYBOARD OR CPU.

## DATA TO BE MIGRATED

1. All data in the C:\Data directory
2. Palm Pilot data
3. Netscape Bookmarks
4. Eudora [Mailboxes, Folders, Address Book, Filters, Signatures, Stationery, and additional Accounts]
5. Custom Dictionary under MS Office
6. Data associated with ISEM custom applications that are saved locally

## WINDOWS 2000 FILE LOCATION

1. All C:\Data files will be relocated to the root **My Documents** folder.

## SHARED DRIVES

THE USER IS NOT RESPONSIBLE FOR MIGRATING FILES CURRENTLY LOCATED ON THE SHARED DRIVES.

DRIVE LETTER	PURPOSE
U:\	Organizational Code
W:\	Folder on the server that contains all the workgroup folders
X:\	Folder on the server where all users have full rights to read, copy, and delete files

## EUDORA ATTACHMENTS

1. All Eudora Attachments will be migrated to **My Documents\Attachments** folder in Windows 2000.

## Finding files on your Windows 95 PC

1. Click the **Start** button.
2. Select **Find**.
3. Select **Files or Folders**.
4. In the **Named** box, type all or part of the file's name.
5. Click the drop down arrow in the **Look In** box to specify the location you would like to search, if it's other than the C: drive.

**OR**

Click the **Browse** button to specify a particular folder.

**NOTE:** If you do not know the name of a file or want to refine the search, click the **Date Modified** tab to enter a date range for the file or click the **Advanced** tab to select the application type the file is associated with.

6. Click the **Find Now** button to get your search results.

## MOVING DATA TO C:\DATA OR SHARED DRIVES

### **Opening Windows Explorer on your Windows 95 PC**

1. Click the **Start** Button.
2. Select **Programs**.
3. Select **Windows Explorer**.

The left-hand panel of the window shows you **All Folders** on the system. The right-hand panel will show you the contents of the currently selected location.

### **Moving Files into C:\Data**

1. Find the file or folder you want to move.
2. Make sure the destination for the file or folder you want to move is visible.

**Note:** Click the + sign to view subfolders in the **All Folders** panel.

3. Click the folder you want to move.
4. While holding down the left mouse button, drag the desired folder to the destination folder, and release the mouse button.

**Note:** If you drag using the right mouse button, a menu appears with the commands **Move Here**, **Copy Here**, **Create Shortcut(s) Here**, and **Cancel**. Click the command you want.

## SUPPORT

Information Technology Exchanges will be held to show you how to perform the procedures outlined in this handout, or you may call the CTC at 358-1111 to arrange desk-side support. For more information, visit the CTC's **Special Events Web Page** at the following address:

<http://www.hq.nasa.gov/office/codec/codeci/ctc/events.htm>

## **ALL LOCAL DATA THAT WILL BE MIGRATED**

The screenshot below shows the proper placement for data to be migrated from your local C:\drive on your old machine to the **My Documents** folder on the Windows 2000 machine.

